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# **Circular Letter**

**TO: ALL CALPERS EMPLOYERS**

**SUBJECT: my|CalPERS UPDATE**

As a result of the new system, there are a series of business process changes that will either suspend or stop when we migrate our legacy system data to the new my|CalPERS – these changes will impact how you will conduct business with CalPERS during the conversion period and will be communicated to you in the spring of 2011.

Today, we are in the detailed planning stages of how legacy systems and processes will be sequenced to bring old systems down, convert the legacy data, and then restore the data in the new format compatible with my|CalPERS. A majority of the work will be done behind the scenes as part of the readiness phase of my|CalPERS.

In the spring, we will have completed our planning and will provide you with additional information through the PERT website and hosted web conferences about all of the business activities that will be impacted by the my|CalPERS launch.

However, we want to make you aware of two pre-implementation activities with important timelines that may impact your agency before we begin the actual conversion period.

## **Two Years Additional Service Credit**

Resolutions for the Two Years Additional Service Credit (Golden Handshake) will be impacted by my|CalPERS implementation as follows:

- Window periods of 180 days must open by December 30, 2010 and close by June 30, 2011.
- Window periods of 90 days must open by March 30, 2011 and close by June 30, 2011.
- Resolutions submitted after June 30, 2011 will be held until after system implementation.
- Upon system implementation, you will be able to submit your Golden Handshake resolutions through my|CalPERS.

Bulk Form and Publication Requests

CalPERS will be implementing a change in the process for requesting bulk forms and publications. Beginning January 1, 2011, we are discontinuing fax, phone, and US Mail requests for bulk forms and publications.

Please continue to email requests for forms or publications to:  
Public\_Agency\_Requests@calpers.ca.gov.

By the spring of 2011, we will have completed our planning, and will share more important details and dates regarding business activities that will be impacted by the my|CalPERS launch.

For additional Golden Handshake information, please visit our website at [www.calpers.ca.gov](http://www.calpers.ca.gov) or call the CalPERS Employer Contact Center at **888 CalPERS** (or **888-225-7377**).

For my|CalPERS project updates, please visit the PERT area of CalPERS Online at [www.calpers.ca.gov/pert](http://www.calpers.ca.gov/pert).

Lori McGartland, Chief  
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